



**Functional Series 300
Acquisition & Assistance**

INTERIM UPDATE 09-02

SUBJECT: Revision of ADS 302 and ADS 303 to incorporate revisions to the Cognizant Technical Officer (now Contracting Officer's Technical Representative/Agreement Officer's Technical Representative) designation policy

NEW MATERIAL: Cognizant Technical Officers (CTO) will now be known as Contracting Officer's Technical Representatives or Agreement Officer's Technical Representatives. Effective October 1, 2009, these representatives must be certified before they are designated. Certifications issued under the existing CTO certification program will continue to be valid.

EFFECTIVE DATE: 02/25/2009

ATTACHMENTS: 1. [ADS Chapter 302](#)
2. [ADS Chapter 303](#)

POLICY

M/OAA/OD
02/25/2009

Subject: Revision of ADS 302 and ADS 303 to incorporate revisions to the Cognizant Technical Officer (CTO) (now Contracting Officer's Technical Representative (COTR)/Agreement Officer's Technical Representative (AOTR)) designation policy

ADS 302, USAID Direct Contracting, and ADS 303, Grants and Cooperative Agreements to Non-Governmental Organizations, have been revised and they are attached to this notice.

Both ADS 302 and ADS 303 have been updated to reflect the following changes to the CTO designation policy:

- CTOs will now be known as COTRs or AOTRs depending on whether they are managing a contract or an assistance award,

- Effective October 1, 2009, COTR/AOTRs will be required to be certified before they are designated. Certifications issued under the existing CTO certification program will continue to be valid.

Additionally, ADS 303 has been updated to incorporate AAPD 02-13, Congressional Award Notification System, into section 303.3.15, and the title of section 303.3.24 has been changed from 'Small Grants' to 'Simplified Grant Format.' Minor editing and formatting changes have been made throughout.

Point of Contact: Any questions concerning this Notice may be directed to Jennifer Norling, M/OAA/P, at jnorling@usaid.gov or (202) 712-1807.

Notice 0273

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